Integrated Academy of Management & Technology

Internal Quality Assurance Cell (IQAC)

Minutes of meeting (Opening Meeting for AY 2025-26 & Closing Meeting for AY 2024-25)

Academic Year: 2025-2026

Date: 30th August, 2025

Time: 03.00 pm

Venue: Online Mode

1. **Dr. Nitin saxena**, Chairperson of IQAC extended a warm welcome to the present members.
2. Dr. Mukta Makhija presented the report for the AY 2024-25
3. Key achievements for AY 2024-25 were discussed.
4. Plan of action for AY 2025-26 was discussed

Table 1.

Achievements and Outcome (AY 2024-25)	Plan of Action (AY 2025-26)
1. Orientation Programs was organized for various courses 2. Fresher Party for MBA/BBA/MCA/BCA/BCOM/BA organized in October and November 2024 3. Seven Guest Talks were conducted for different domain areas to give the inside and updates of the Industry 4. Five Faculty Development Programs were organized during the year 5. Increase in research work was observed by the faculty 6. Research Incentive scheme was launched for the publication of research work, books chapters etc. 7. A Faculty welfare scheme was planned for the reimbursement of fees of seminars, conferences, certification courses etc. 8. One Staff development Program was conducted for non Teaching staff	1. Planning for the Orientation Program of different programs in August and September 2025 2. Fresher Party to be organized for all the Programs 3. Guest Talks from Industry must be increased 4. Value Added Programs from internal and external agencies must be conducted for each programs 5. Two MDP must be conducted in the session 6. FDP on IPR to be conducted in the month of July or august 7. One Staff development Program will be organized 8. MOU/LOU with industry must be done.

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9. Industrial Visits were organized to Coca Cola, CETPA, Mother Diary etc were organized 10. Two MDP's were conducted during the year 11. Ten workshops were organized for the students 12. A new CSR initiative was started to educate the slum children under the banner "NAVCHETNA" 13. Annual Fest "Ullas -2025" was organized witnessing a huge participation 14. Annual Sports Meet "IPL -2025" was organized for the students 15. Different club activities were organized and new members were selected for the clubs 16. Two alumni talks were organized during the session 17. National Seminar was organized on 10th May 2025 18. Alumni Meet for all the programs was organized. 19. Different Value added programs from Infosys foundation, Honeywell, Staredu etc. were conducted 20. Placement readiness program were organized 21. Launching of Alumni Portal 22. Farewell party was organized for all the programs	9. More Alumni session must be organized 10. Alumni Portal to be updated by the alumni coordinators 11. Scheduling of Language lab sessions 12. International conference to be organized in Jan or Feb 2026 13. IPL-Annual Sports Meet to be organized in Feb 2026 14. Ullas- Annual Fest to be organized in March 2026 15. Certification courses by students and faculty 16. Faculty to go for NPTEL and Swayam courses. 17. Registration process of Alumni association must be initiated. 18. Blood Donation Camp in association with Rotary Club to be organized 19. Students to be encouraged for the participation in the outside events 20. Planning for the incubation centre

Table 2: Summary of big Events

IPL 2025	27th February to 1st March 2025
Ullas 2025	16th to 18th April 2025
Launching of Alumni Portal	May-25
Launch of Research Incentive Scheme	26th June 2025
FDP on IPR	26th July 2025

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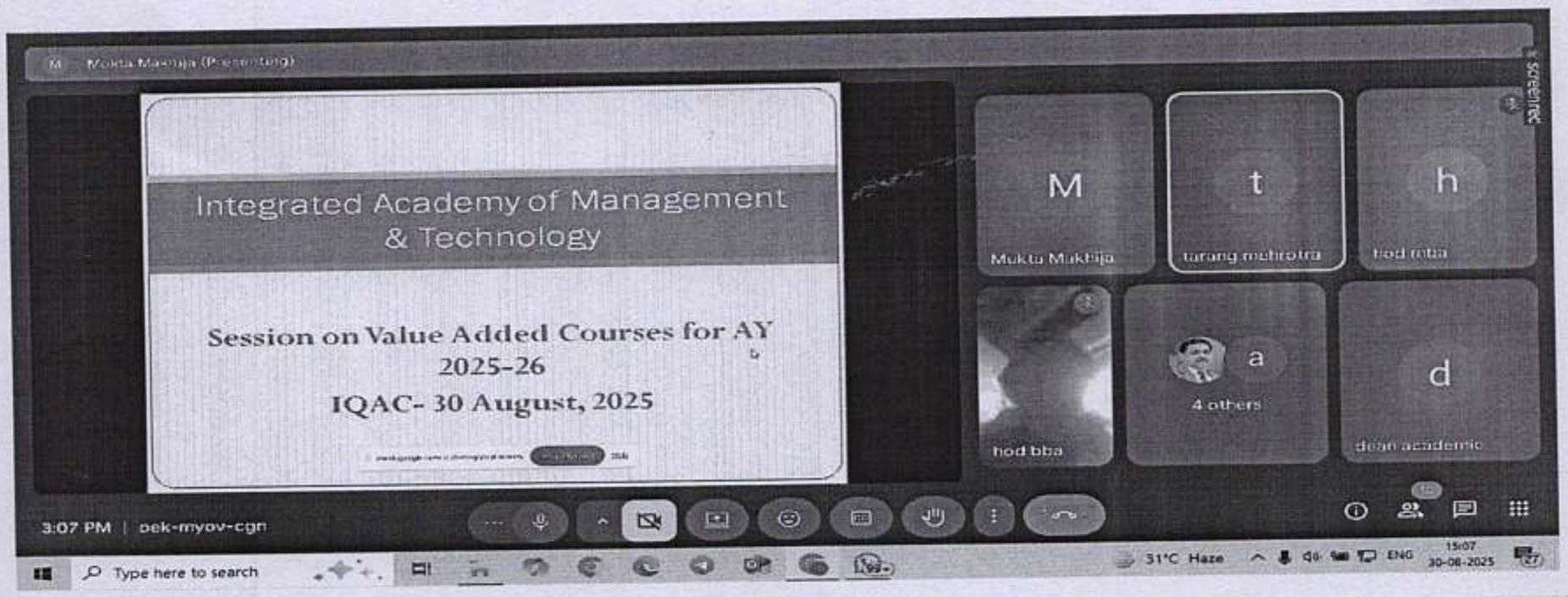

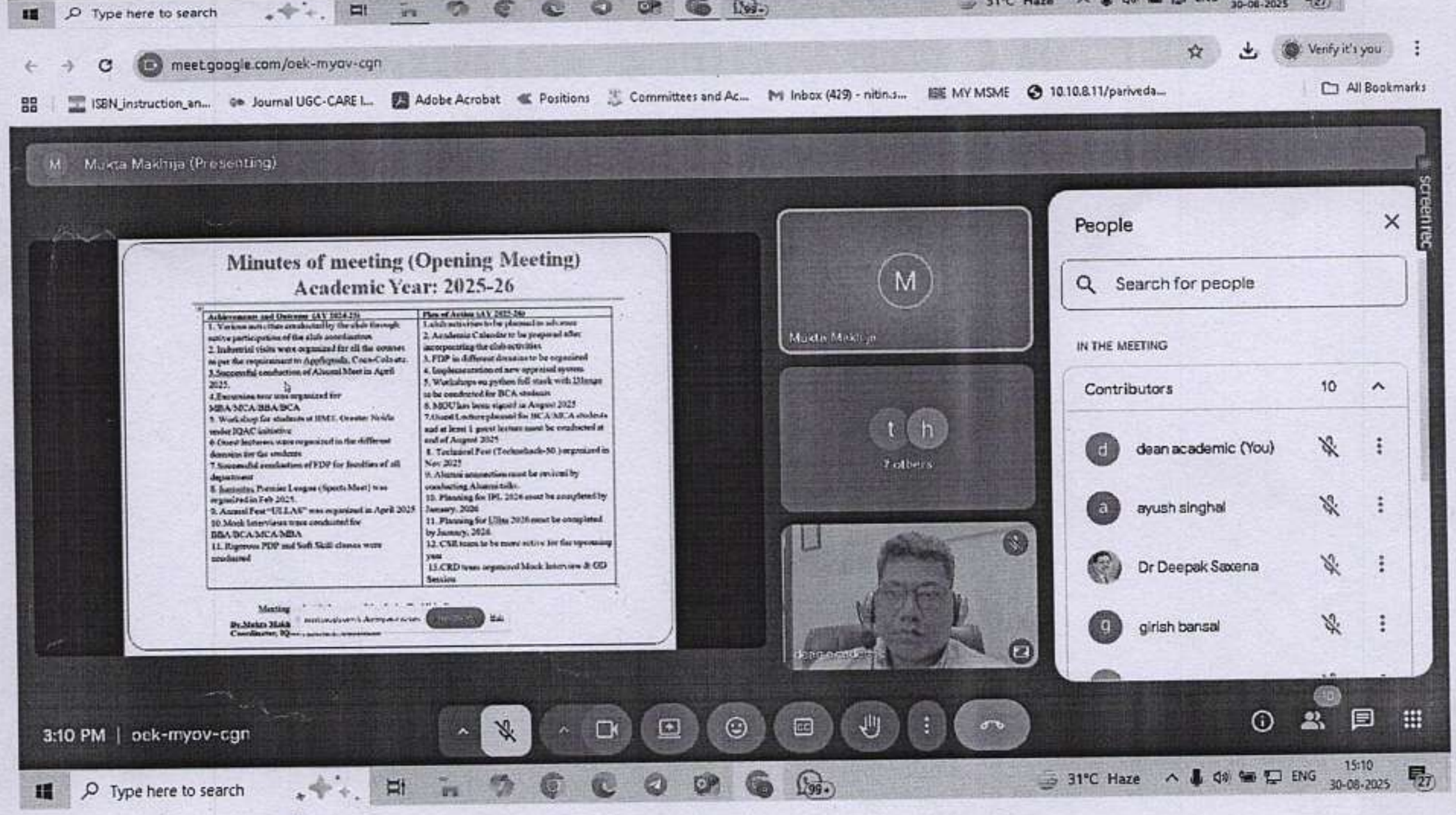

Dr.Mukta Makhija

Coordinator, IQAC

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IQAC Members Attendance sheet 30th August, 2025

S no	IQAC Composition	Name	Designation	Email-ID	Department	Signature
1	Faculty Member's	Dr.Nitin Saxena	Chairman	nitin.saxena@inmantec.edu	Dean Academic	
2		Dr.Deepak Saxena	Administrative	registrar@inmantec.edu	Registrar	
3		Dr.Mani Kansak	Coordinator	mani.kansal@inmantec	Mgmt Dept	
4		Dr. Rakesh Chawla	Member	Rakesh.chawla@inmantec.edu	Principal, Commerce dept	
5		Mr. Sudhir Srivastava	Member	Sudhir.srivastava@inmantec.edu	Asst Prof. IT Dept	
6		Dr.Tarang Mehrotra	Member	tarang.mahrotra@inmantec.edu	HOD Commerce Dept.	
7		Dr. Mukta Makhija	Member	asstdean.it@inmantec.edu	IT Dept	
8		Mr. Rahul Pratap	Member	rahul.pratap@inmantec.edu	Asst. Prof.Pharmacy Dept.	
9		Mr. shobhit Kumar	Member	shobhit.kumar@inmantec.edu	Asst. Prof. B.A. Dept.	
10		Mr. Manoj Chaudhary	Member	manoj.chaudhary@inmantec.edu	Asst. Prof. Mgt Dept.	
11		Mr.Kapil Mohan Garg	Industry Expert	Kapil.mohan82@gmail.com	Industry Expert	
12	Student Member's	Aakash Tomar	Alumni Representatives	aakashtomar2001@gmail.com		
13		Manikant	Alumni Representatives	manikant2001@gmail.com		
14		Sakshi Chaudhary	Alumni Representatives	sakshichaudhary2004@gmail.com		Absent
15		Varnpreet Kaur	Member	vernpreet0605@gmail.com	MBA	
16		Sudhanshu bhardwaj	Member	sudhanshubhard.8769@gmail.com	MCA	
17		MANISH ATTRI	Member	Manish.attri_mca@inmantec.edu	MCA	
18		PARV SHARMA	Member	Parv063@gmail.com	MBA	Absent

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Internal Quality Assurance Cell (IQAC)

Integrated Institute of Management & Technology

Minutes of Meeting- IQAC

Date: 17th June 2025

Date: 17th June, 2025
Time: 3:00 -4:30 PM
Venue: Dean Office
Meeting Called by: Dean Academics
Chairperson: Dr. Nitin Saxena
Attendees: Dr.Mukta Makhija, Dr.Rashmi kaushik, Dr.Mani Kansal, Mr.Navneet Tyagi, Mr.Manoj Chaudhary

1. Agenda of Meeting

- To finalize session plan for the upcoming session.
- To allocate responsibilities.
- Orientation planning and its schedule discussion.

2. Session Objectives

- Review of goals and learning outcomes.
- Confirmation of session outline/topics.
- Define Roles and Responsibilities of Departmental committee heads
- Invitations and reminders sent to participants.
- Contact information confirmed for key persons.
- Task responsible person deadline.

3. Points to be discussed

- Plan value add on programs for BCA-BBA, MCA-MBA.
- Follow up procedure through formal E-Mail ids of students for registration in upcoming semester.
- Role is defined for mentor mentee Program.
- Orientation Schedule is discussed for implementation.
- Club activities defined.
- Budget require to be prepare for workshops, guest lecture etc.
- Subject Allotment need to be prepared before commencement of session
- Subject load of odd /Even semester is required to be prepared.

Dr. Mukta Makhija
IQAC Coordinator

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dean office <deanoffice@inmantec.edu>

Fwd: Change in IQAC Structure

1 message

dean academic <dean.academic@inmantec.edu> Thu, Oct 30, 2025 at 9:00 AM
To: dean office <deanoffice@inmantec.edu>

Print this mail

------ Forwarded message ------
From: **iqac head** <iqac.head@inmantec.edu>
Date: Tue, Oct 7, 2025 at 3:32 PM
Subject: Change in IQAC Structure
To: B.Com <bcom.faculty@inmantec.edu>, BA <BA.Faculty@inmantec.edu>, D Pharm faculty <Dpharm.faculty@inmantec.edu>, IT Faculty <it.faculty@inmantec.edu>, Management Faculty <mgt.faculty@inmantec.edu>
Cc: dean academic <dean.academic@inmantec.edu>, iqac coordinator <iqac.coordinator@inmantec.edu>, iqac cell <iqac.cell@inmantec.edu>

Dear Colleagues,

On behalf of the Institute we like to welcome Mr. Abhishek Jaiswal as the society representative in IQAC of the institute with effect from 7th October, 2025. His details are as follows:

Name : Abhishek Kumar Jaiswal

Company : HDFC Bank Ltd

Designation: Sr. Manager - Large market (CPS)

Address: F 404, Eastern Gate Apartment, sector-4C, Vasundhara, Ghaziabad

Contact number – 9235766455

Regards

IQAC Head

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